

**Office of Retirement Services**

P.O. Box 30171

(800) 381-5111 (Lansing area 322-5103)

Lansing MI 48909-7671

www.michigan.gov/ors

## Tax-Deferred Payment (TDP) Payoff or Pay Down Request

Complete this form if you wish to pay off or pay down a current Tax-Deferred Payment (TDP) agreement to purchase service credit because you are retiring or terminating employment. A plan-to-plan transfer lets you transfer funds from a qualified retirement plan (401(a), 401(k), 403(b), and 457 accounts), or make payment by check or money order. Because the TDP balance changes each pay date, you should coordinate this payoff or pay down carefully with the Office of Retirement Services (ORS).

### Conditions and Ramifications:

To pay off or pay down an existing TDP agreement using a plan-to-plan transfer or direct payment you must:

- Have an existing TDP agreement for a service credit purchase; and
- Have a retirement application on file with ORS or terminate your employment within 90 days; and
- Contact ORS to coordinate this payment to your TDP balance.

*Note: Your plan-to-plan transfer or direct payment must be received by ORS before you terminate employment.*

Ramifications of using a plan-to-plan transfer or direct payment to pay off or pay down an existing TDP agreement, if you do not terminate employment within 90 days or retire:

- *ORS will return the direct or plan-to-plan transfer payment. You could be liable for taxes and penalties on the refunded transferred amount; and*
- *Your TDP agreement may not be satisfied. You could receive only a prorated amount of service credit where incremental years can be purchased, or possibly no service credit if the purchase requires full payment.*

Retirement System (select one) <input type="checkbox"/> Public School Employees <input type="checkbox"/> State Employees	
TDP AGREEMENT NUMBER(S) FROM TOP RIGHT CORNER OR BOX 3 OF AGREEMENT FORM(S)	
NAME	SOCIAL SECURITY NUMBER
MAILING ADDRESS	RETIREMENT/TERMINATION DATE
CITY, STATE, ZIP CODE	DAYTIME PHONE NUMBER
CHECK ONE PAYMENT OPTION	
<input type="checkbox"/> <b>Plan-to-Plan Transfer.</b> I wish to apply a <b>Plan-to-Plan Transfer</b> in the amount of \$_____ against my existing TDP agreement. I have followed the <i>Qualified Plan-to-Plan Transfer Certification (R158X)</i> and my qualified plan guidelines to initiate the transfer for an amount <i>not exceeding</i> the balance on my TDP agreement. I hereby authorize ORS to apply the indicated transferred amount to my TDP agreement(s). <i>Send this form and the Qualified Plan-to-Plan Transfer Certification (R158X) to ORS at the address above. Keep copies for your records.</i>	
<input type="checkbox"/> <b>Direct Payment.</b> I wish to make a <b>Direct Payment</b> on my existing TDP agreement. I am enclosing a check or money order in the amount of \$_____ made payable to <i>State of Michigan-ORS</i> . I understand that ORS will notify my employer so that my TDP balance can be reduced accordingly. <i>Keep a copy for your records. Include your name and social security number on your check or money order and send this completed form to:</i> Office of Retirement Services Finance Division PO Box 30673 Lansing, MI 48909-8173	
I understand the conditions and ramifications outlined above for payment or payoff of my TDP agreement and that ORS will return the transferred amount if I do not meet the conditions. I understand that ORS will notify my employer so that my TDP balance can be reduced accordingly.	
MEMBER SIGNATURE	DATE